	AM Scenario 1.1: Multiple Assets with One Distribution Line on Same Receipt
	Version 1.1 11/13/2013

Scenario - Multiple Assets with One Distribution Line on Same Receipt

There are two options for processing a receipt that includes multiple assets with the same funding source.

Option 1: Serial Button Not Checked

Accessed from **Pending** Hyperlink

After adding the correct number of rows by clicking the + button (one for each asset), the page would look similar to this illustration.

Each Receipt Distribution Sequence Line that is interfaced into the AM Interface tables will be a separate Load Line, so each asset should have its own line.

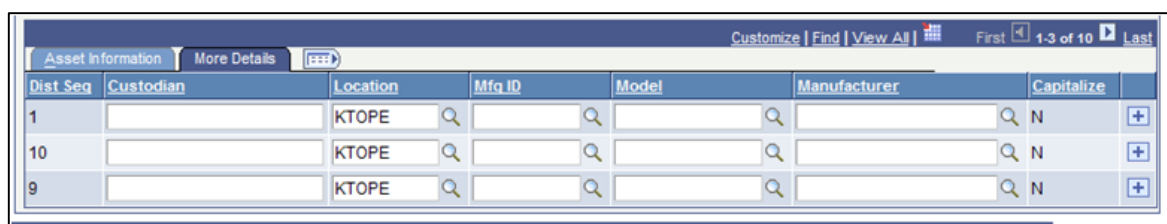| Fields	Description
Quantity	This field holds the quantity for the Purchase Order line. If the line is not set to be Serialized, then one row is generated with a quantity equal to the Purchase Order line. The Quantity can be separated by clicking the ![+] button on the Asset Management Information for Line page (see "Asset Management Information for Line 1" screenshot on page 1). Change the quantity on each line to the appropriate number. This separates the asset into multiple lines that can be assigned a Tag Number and will become separate Load Lines in the AM Interface tables.
Tag Number	Enter the Tag Number assigned to each asset if known at this time.
Serial ID	This field will not be available for entry since the Serialize button was not selected.
Asset ID	The default value is NEXT, which is passed to Asset Management, where the next Asset ID is assigned. Do not override the default.

The **More Details** Tab holds additional Asset Physical Information.

Fields	Description
Custodian	If the Asset Custodian is known at this time, the name can be entered now. Names must be entered into the system as Last.First with no spaces. The name should be entered exactly how the name is in SHaRP.
Location	Indicates the physical location of the asset. Full addresses are stored for each location in SMART. Note: The Purchasing Ship-To Locations use the same table to store Location Codes. Therefore, SMART Asset Management uses a unique naming convention. All asset locations begin with K (for Kansas), then the next letter is the first letter of the city. For example, all asset locations in Topeka would start "KT". The last 3 characters are unique to the property.
Manufacturing Information	Enter the manufacturing information.

Click OK and Save. When the receipt is saved, a batch job will automatically run. The **AM Status** should change to **Moved** when you navigate back into the Receipt. Asset ID's will be assigned automatically in the Asset Management module. Those assets will have a status of 'Received' until cost is integrated from the voucher.

Option 2: Serial Button Checked

Accessed from the **Pending** hyperlink

Each Receipt Distribution Sequence Line that is interfaced into the AM Interface tables will be a separate Load Line, so <u>each asset should have its own line</u>.

Fields	Description
Quantity	When the line is designated as Serialized (Serialize checkbox selected on Receipt Line), the number of rows generated on the Asset Information tab is equal to the Receipt quantity.
Tag Number	Enter the Tag Number assigned to each asset if known at this time.
Serial ID	Serial ID is a required field when the Serial checkbox has been selected. This should be available at this point in time since the asset has been physically received. If unknown, the field can be populated with the tag number. This will alert the Agency Asset Processor that the Serial ID must be obtained and entered correctly in Asset Management after the physical information is passed to Asset Management.
Asset ID	The default value is NEXT, which is passed to Asset Management, where the next Asset ID is assigned. Do not override the default.

The **More Details** Tab holds additional Asset Physical Information.

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize	
1		KTOPE				N	+
10		KTOPE				N	+
9		KTOPE				N	+

Fields	Description
Custodian	If the Asset Custodian is known at this time, the name can be entered now. Names must be entered into the system as Last.First with no spaces. The name should be entered exactly how the name is in SHaRP.
Location	Indicates the physical location of the asset. Full addresses are stored for each location in SMART.

Note: The Purchasing Ship-To Locations use the same table to store Location Codes. Therefore, SMART Asset Management uses a unique naming convention. All asset locations begin with K (for Kansas), then the next letter is the first letter of the city. For example, all asset locations in Topeka would start "KT". The last 3 characters are unique to the property. |
| Manufacturing Information | Enter the manufacturing information. |

Click OK and Save. When the receipt is saved, a batch job will automatically run. The **AM Status** should change to **Moved** when you navigate back into the Receipt. Asset ID's will be assigned automatically in the Asset Management module. Those assets will have a status of 'Received' until cost is integrated from the voucher.